Display Savings Bonds Purchases

ZHR_RPTPYS10

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/3/2007	Kelly Welsh	Initial draft
8/30/07	Kelly Welsh	Edits from review

State of Washington HRMS

File name:
DISPLAY_SAVINGS_BONDS_PUR
CHASES_ZHR_RPTPYS10.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 9/20/2007 2:04:00 PM

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Purpose

Use this procedure to display employees who have purchased bonds.

Trigger

Perform this procedure to view employees who have purchased bonds, the number of bonds purchased, bond denomination and the bond beneficiary.

Prerequisites

Payroll has been exited for the current period, and the employee has a Bond Purchases (0103) created.

In order to perform this transaction you must be assigned the following roles:
Payroll Processor, Payroll Analyst, Payroll Supervisor, Payroll Inquirer

Transaction Code

ZHR_RPTPYS10

Date	Procedure Update Log
8/3/2007	Created

Helpful Hints

- Due to Identity theft concerns, the Federal Reserve Bank no longer provides a report that specifies the actual bond number. If you need to know the actual number of the bond that was purchased, you will need to contact the Department of Personnel, Information Systems Division Helpdesk (360) 664-6400 or helpdesk@dop.wa.gov for assistance.

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Procedure

1.   Start the transaction using the transaction code **ZHR_RPTPYS10**.

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2. In the | Period | area select the correct reporting period.

Selection	Description
Today	Use this radio button to display employees who have purchased bonds as of current date.
Current Month	Use this radio button to display employees who have purchased bonds during the current month. The first and last day of the month are used as the start and end dates for the person and data selection.
Current Year	Use this radio button to display employees who have purchased bonds during the current year. The first and last day of the year are used as the start and end dates of the person and data selection.
Up to today	Use this radio button to display employee's total purchased bonds since the beginning of HRMS.
From Today	Use this radio button to display employees who purchased bonds for current key date until 12/31/9999.
Other Period	Use this radio button to specify the time period.

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Display of Savings Bonds Purchases/Period

> You can use ☐ Payroll period ☐ to specify the payroll period to view. For a list of
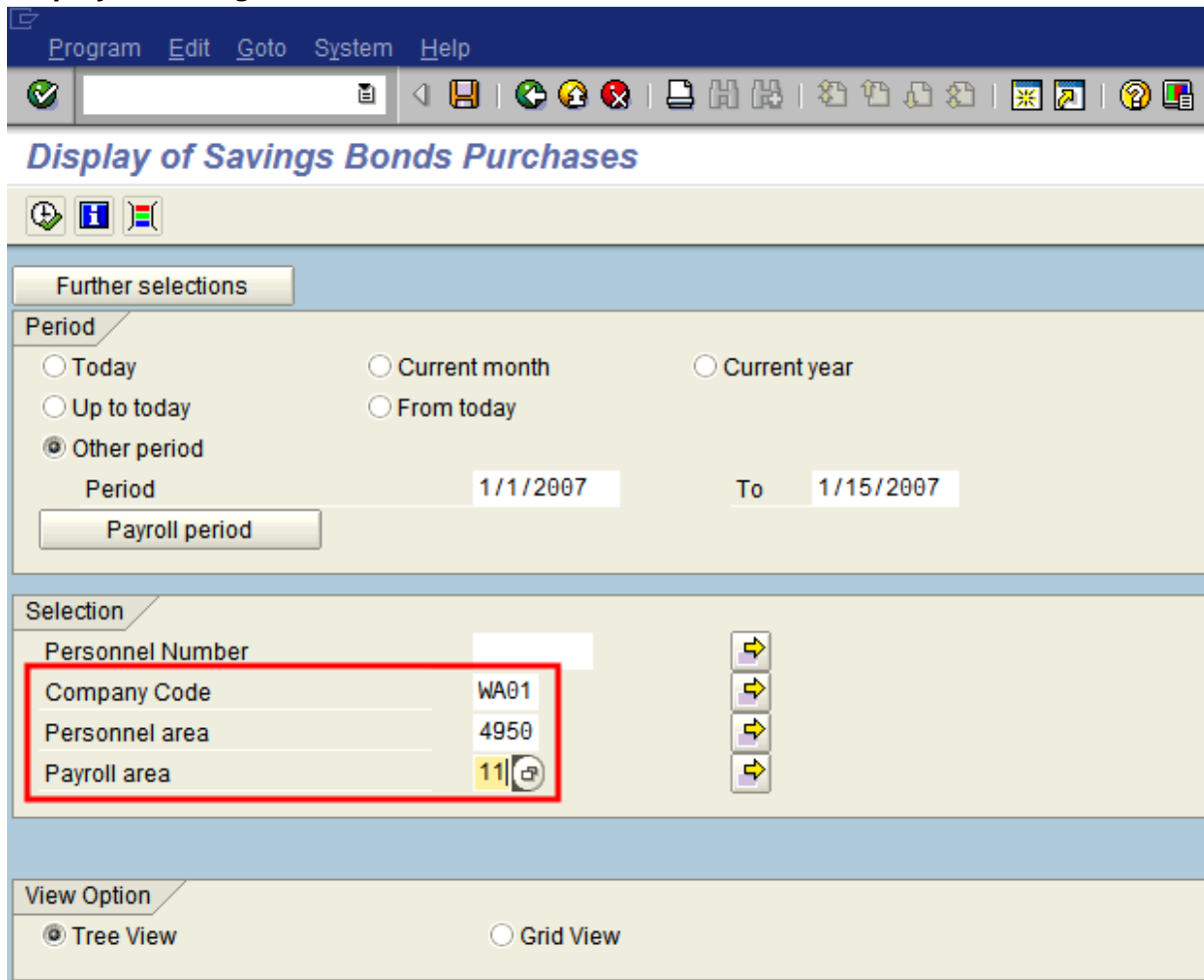> the pay periods refer to: Payroll Periods.

3.   Complete the following fields:

Field Name	R/O/C	Description
Personnel Number	O	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. **Example:** 385130
Company Code	R	Description of the Company Code. **Example:** WA01
Personnel area	R	A specific agency/sub-agency in the State of Washington. **Example:** 4950 (Dept. of Agriculture)

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Field Name	R/O/C	Description
Payroll Area	R	Groups and designates the employees whose payroll is run on the same date. ℹ️ The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. **Example:** 11

Display of Savings Bonds Purchases/Selection
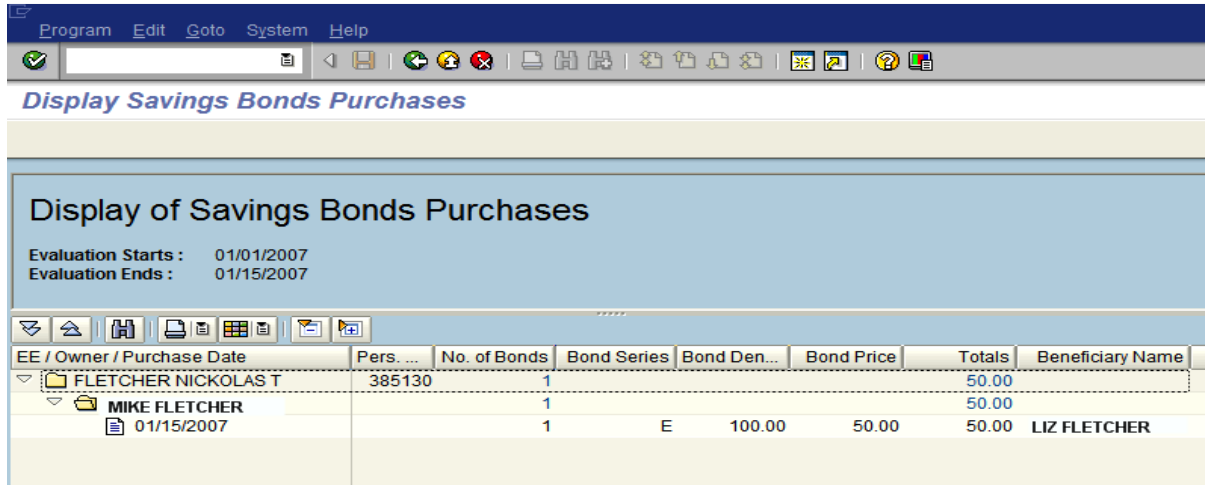
4. In the View Option area select the output option the report will display:

4.1   Click ⦿ Tree View to display in a "drill-down" method.

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4.2   Click ⊘ Grid View   .to display in ALV report format.

5.   Click ⏰ (**Execute)** to generate the report.
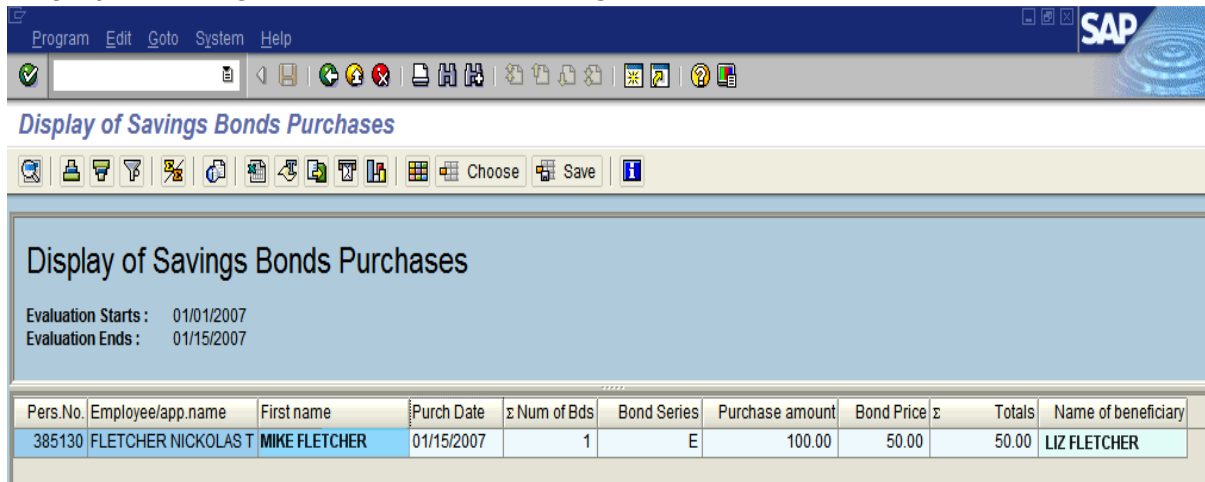
Display Savings Bonds Purchases using the "Tree" view

ℹ️   To view the owner of the bond, date of the bond purchase and the bond beneficiary use the "drill-down" method, by clicking the ▽ (triangle) to the left of the employees folder.

Display of Savings Bonds Purchases using the "Grid" view

6.   You have completed this transaction.

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Result

You have generated the Display of Savings Bonds Purchases

Comments

None.

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